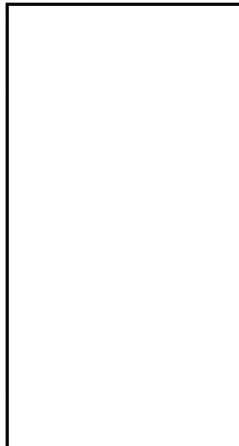


IAS STAFF MEETING MINUTES

6 October 1972

PRESENT:

G. Allen



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I. Mr. Allen reported on the DDI Executive Council meetings he attended this week at Headquarters.

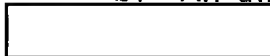
a. There was a discussion on the establishment of a CIA museum, the location of which is yet to be decided. Members of the commission designated so far are:



(Fine

Arts Committee). Each directorate was asked to nominate someone to the commission. The DDI does not have a candidate.

b. An awards ceremony was held today in honor of



retiree. She received the Certificate of Merit.

c. A move is underway to reduce Agency attendance at senior schools. This will increase the odds of anyone from this component getting nominated since only one person from the Agency would be selected to attend each senior school. The DDI suggested looking into other avenues of advanced education that might be available to the Agency. The Directorate in general will be looking at such opportunities. plans to hold further discussion with other directorates regarding this subject.

d. The DDI discussed the upcoming charity campaigns. Two Agency funds-Educational Aid Fund and the Public Aid Society enable the Agency to provide assistance to employees. Supervisors were urged to be familiar enough with their people to identify situations where these funds might be applicable and encourage employees, as appropriate, to submit applications for assistance. Assistance also applies to attendance at technical schools. Persons who feel that the CFC, EAF, and PAS are worthwhile are asked to consider making contributions. [ ] STATINTL

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[ ] is the Keyman for IAS.)

2. Mr. Allen indicated the DCI's State-of-the-Agency presentation should be seen by all employees.

3. Mr. Allen read a memo from [ ] OSR, concerning his dissatisfaction with the time the final draft of the preliminary assessment is submitted to him. Subject to be discussed further by Messrs. Allen, [ ]

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4. IAS management conference will be held late next week for division chiefs and senior staff members. The Director indicated he is looking forward to the conference. It will give him an opportunity to look into specific aspects of IAS and also a chance to become better acquainted with co-workers. [ ] will be in charge while they are away.

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5. [ ] announced that [ ] was accepted in the 34th offering of the Mid-Career Course. This is the fourth consecutive Mid-Career Course in which IAS will participate.

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6. The IAS IIS program has been confirmed. AID will start working on our program in February or March 1973.

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7. [ ] read a letter of commendation from [ ] regarding [ ] fine performance in OSR. Don Chamberlain commended [ ] remarkable performance in respect to his preparations for the Triparte meeting held during the week of 11 September.

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[ ] read a letter from the National War College concerning [ ] performance there. [ ] was evaluated as outstanding. His paper on skyjacking was thought to be one of the best submitted; it was one of the few that was published. Joe's overall performance was judged clearly outstanding.

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8. The Deputy Director questioned whether [ ] was selected to serve on the Management Advisory Group (MAG). He indicated that Col. White and Mr. Colby do not expect the MAG group to staff out papers and do studies.

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9. [ ] reported on Agency guidelines concerning long distance telephone calls of an emergency nature that are charged to employees home phone bills. Agency operator must give employees name and home telephone number to the C&P operator. Therefore this service is no longer available to people under cover. Employees traveling outside the US must be briefed by Security on this.

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10. [ ] announced that foreign travel projections for January-June 1973 are due in to the Administrative Staff next week.

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11. Per [ ] the Handbook of Required Regulatory Readings is being circulated to all employees.

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12. [ ] commented on the number of times the Xerox 4000 machine has been down. The key operators for this machine are [ ] Employees were asked to contact the keyman if the machine is not operating properly. Do not attempt to correct it yourself.

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13. Starting this week, new light tables are being delivered to IAS. Any tables being turned in or reassigned to someone else should be cleared through [ ] All persons moving equipment within the divisions or to other individuals outside their division should first check with Bob.

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14. [ ] noted the next Mid-Career course will be seven weeks instead of the usual six. The extra week will be for ADP management science course.

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15. Mr. Allen commented favorably on his first week in IAS. The Director is available for any comments or suggestions employees might have.

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